

Advice on the main roles and responsibilities in determining pay progression

School Leaders	Governing Bodies	Teachers
<ul style="list-style-type: none"> ▪ Develop clear arrangements for linking appraisal to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate. ▪ Submit policies to Governing Body for approval. ▪ Ensure all teachers are informed of the policies and that they, and teachers, have the knowledge and skills to apply procedures fairly. ▪ Ensure teachers are appraised in accordance with the school's appraisal policy and the relevant regulations. ▪ Put pay recommendations to the Governing Body and ensure they have sufficient information upon which to make their decisions. ▪ Maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively and fairly, in compliance with equalities legislation. ▪ Keep teachers informed about the process, recommendations made and decisions reached. 	<ul style="list-style-type: none"> ▪ Consider and adopt pay and appraisal policies, including the criteria for pay progression. ▪ Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the head teacher. ▪ Assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified. ▪ Approve teachers' salaries, including recommendations from senior leadership team on whether to award performance pay in line with the school's pay policy. ▪ Monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly. ▪ Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan. 	<ul style="list-style-type: none"> ▪ Have a responsibility to participate in arrangements for their own appraisal in line with their school's appraisal policy and ensure they understand the arrangements within their school. ▪ Keep records of their objectives and review them throughout the appraisal process. ▪ Some teachers will have responsibilities to appraise the performance of other teachers (delegated by the head teacher). ▪ Decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.